Submitting a Fire & Emergency Services Equipment (FESE) Order:

Navigate to the Vendor Contract Awarded Logistics (VCAL) web portal. First time users will need to register first before being able to access the website with your CAC. Reference the FES VCAL Customer Registration Instructions for steps on registering.

Returning users can log in with their registered CAC or Username and Password. Once logged in, you will be on the *Welcome! Let's Start a New Order* screen.

Select "**FESE**" from the *Select Program* drop down. Then click **"Begin Order"**

You will be directed to the Fire & Emergency Services Equipment (FESE) Order Form page.

Begin submitting your requirement by entering the below mandatory fields:

Order Name – Create a unique name for your order request.

Ordering DoDAAC – Enter/Select your ordering DoDAAC. By checking the box **(I need an Ordering DoDAAC not in my Favorited DoDAACs**) you will have the ability to enter a DoDAAC different from the DoDAAC you registered with.
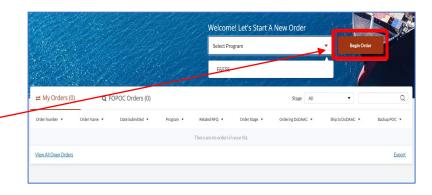
Customer POC Info – By checking the box "**Populate Customer POC Info from Created By**" the following information will prepopulate:

- Name, Unit
- Phone #
- Email

If the box is not checked, you can enter the requested information manually.

Ship to DoDAAC – Enter the DoDAAC order will ship to. The full shipping address should auto populate once a valid Ship to DoDAAC is entered.

Country – Enter country where order will ship.

Using the Bulk Order Template Order Spreadsheet:

Users can "Download" the Bulk Order Template spreadsheet to enter single or multiple line items. This will allow you to bypass completing the "Item Details" section. The other option would be to "Add" line items individually.

Click **"Download Bulk Order Template"**

Your *Downloads* screen should open allowing you to "Open" the excel file. The spreadsheet will open to the "*Instructions*" tab. You will need to click on the "*Bulk Upload Sheet*" tab to enter your line items information.
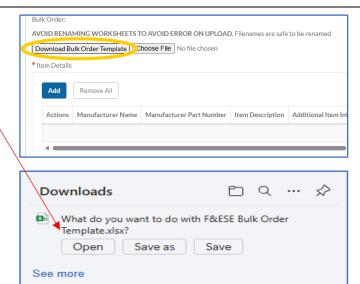
Populating the Order Spreadsheet:

Information needed by columns:

A. Selecting **"No"** from this dropdown, auto populates the "Customer POC Info" from the order form page. Completing columns B-F.

   Selecting **"Yes"** from this dropdown allows user to enter manually the POC information in columns B-F.
B. Enter POC First Name
C. Enter POC Last Name
D. Enter POC Unit
E. Enter POC Phone #
F. Enter POC Email address
G. Enter Manufacturer
H. Enter Manufacturer Part #
I. Enter Short Item Description
J. Enter Any Additional Information such as kit breakdowns, etc.
K. Enter a clear Intended Use of the item. Do not enter any technical information.
L. Enter Quantity
M. Enter Unit of Issue
N. Enter Requested Delivery Date. Note: Your pricing quote from DLA will provide lead-time for your review.

O. Select Priority of the order. Note: Urgent and Emergency priorities will require a "Mission Impact Statement"
P. Enter Mission Impact Statement as needed.
Q. Enter Project Code as needed.
R. Selecting **"No"** from this dropdown, auto populates the "Ship to DoDAAC" information from the order form page. Completing columns S-X.
   Selecting **"Yes"** from this dropdown allows user to enter manually the Ship to DoDAAC information in columns S-X.
S. Enter Ship to DoDAAC where items should ship.
T. Enter Delivery Address
U. Enter City
V. Enter State
W. Select Country
X. Enter Zip Code

Once all MANDATORY fields a populated, save your spreadsheet.

Uploading the Order Spreadsheet:

To upload the completed order form spreadsheet, navigate to the bottom of the FESE Order Form web page.

Click **"Choose File"** and select the file you want to upload.

Bulk Order:

AVOID RENAMING WORKSHEETS TO AVOID ERROR ON UPLOAD.

Download Bulk Order Template | Choose File | No file chosen

A successful upload will indicate *"Bulk Upload Completed"*.

Bulk Upload Completed ✕

OK

All line items will auto populate below, in the "*Item Details*" section of the FESE Order Form.

Click **"Submit"** to submit order to DLA.

When an order is successfully submitted, user will be redirected to a "My Order" screen where their Order # is displayed. This screen indicates a successful order submission.

User can navigate back to the home screen by clicking **"Home"**.

Unsuccessful Order Submission:

When an order is not submitted successful, the *"Blank Mandatory Fields"* message will display on the screen. Indicating there is missing information in mandatory fields. User should click **"Yes"** to download report, that will indicate what fields needs to be populated. Users will need to open their saved bulk order form to make the updates. Once updated reupload file. Then click **"Submit"**

Blank Mandatory Fields ⊠ Close modal

There are missing mandatory or erroneous fields. Would you like to download the error list?

No | Yes

Should you experience any issues when submitting your order, contact your assigned Tailored Vendor Logistics Specialist (TVLS) or email FESVCALSupport@dla.mil